

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF COLUMBIA  
NOTICE RE PAYING FILING FEE WITH PETITION

A petition will not be accepted for filing unless:

- it is accompanied by the filing fee; or
- in the case of a debtor who is an **individual** (that is, a debtor that is not a corporation, partnership, limited liability company, or other organization), the petition is a **voluntary** petition accompanied by an application:

(1) signed by the individual debtor or the debtor's attorney, and

(2) stating that the debtor is unable to pay the filing fee except in installments.

The application must additionally state (a) the proposed terms of the installment payments and (b) that the applicant has neither paid any money nor transferred any property to anyone (including an attorney or a non-attorney petition preparer) for services in connection with the case.

**The acceptable form of application, setting forth the minimum installment payments that are necessary in order for the application to be granted, is available from the court's website at:**

<http://www.dcb.uscourts.gov/bkforms.htm>

**Payments** of the filing fee, or of the initial installment of the filing fee if the individual debtor has sought to pay the filing fee in installment, **must be made by:**

- certified or cashier's check, or money order, made payable to "Clerk, U.S. Bankruptcy Court for D.C." (**no personal checks accepted**); or
- U.S. currency (only permissible if presented at the intake counter); or
- if the debtor's attorney has not been given notice to the contrary (via a notice maintained in a log at

the intake counter):

a check drawn on the account of the attorney for the debtor or on the account of a law firm of which the attorney for the debtor is a member, partner or associate, or

**effective with the introductory phase of the court's Electronic Case Filing program and only at the intake counter or incident to electronic filing, provided that an acceptable form has been filed with the court for the use of a particular credit card,** an attorney whose check may be accepted may also pay a fee using such attorney's credit card or such attorney's law firm's credit card.

**Personal checks and credit cards are otherwise not accepted.**

The court strongly discourages filers from filing a petition via the John Marshall Place drop-box **for the Bankruptcy Court**. Instead, the court strongly encourages filers to present the petition for filing at the intake counter of the clerk's office, Room 4400. That will assure that the clerk can advise the filer of any defects that would prevent acceptance of the petition for filing or that need correction in order for the case to proceed.

- Although a petition may be mailed to the clerk, it will not be marked as filed until the clerk has actually received the petition.
- A petition may be dropped in the John Marshall Place drop-box for the Bankruptcy Court, but no one will be present to give directions regarding meeting filing requirements. The clerk's office's experience is that many mistakes are made by persons filing petitions using the drop box that could be avoided if the petitions were filed instead at the intake counter. Using the drop box will delay the petition's being processed for filing, and its being listed on the list of pending cases. If the filer nevertheless uses the drop-box to file a petition, the filer should carefully follow the instructions posted at that drop box regarding how to make a filing.